

# HAVE YOU GOT THE EXPERIENCE FOR THE JOB?

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Well, there are a lot of ways you can gain required experience without ever having worked a regular full-time job. How do you do that? Sometimes it will be through paid work experiences. Sometimes it will not. Some involve a long-term commitment, others involve a few hours of spare time. Some require previous education, others require only a willingness to learn. But all are valuable additions to a resume and a great opportunity to gain experience.

For information on which of these opportunities are available to you, talk to your school counselor, a teacher, your school-to-work coordinator, or your guidance office. You can even visit with a NH Employment Security Job and Career Center coordinator.

## Job Shadowing/ Mentoring

Job shadowing and mentoring team a student with a worker who does the kind of work that interests the student. The student follows, or shadows, the worker through a typical work period. The experience may last several hours or several days, and is usually limited to observing the work. The worker may also be a mentor, providing additional information and guidance as the student prepares for a career in the field.

## Volunteering/Service Learning

Volunteering and service learning are usually unpaid experiences that provide services to individuals, families, or community organizations.



**Job Corps** is a program run by the US Department of Labor

that offers education and skills training to those between the ages of 16 and 25. Training is conducted at regional Job Corps centers and students receive a small living allowance for personal needs. Through a unique teaching approach, students receive training and support services to help them become responsible, productive employees.

Service learning is typically organized within a school setting, and volunteer service is typically planned by the individual. Examples are: hospital patient assistance services, peer tutoring, or providing animal care at a shelter.

## School-Based Enterprises/Work Simulations

Many schools offer experience learning as part of an academic program. Examples include a day care center being operated as part of a child care services class, a greenhouse operated by an agricultural services class, publishing a community newspaper, or running a school store.

## Internships

Internships are short work experiences, either paid or unpaid, in which students perform actual work in a business or industry under the supervision of an employer. The student may work with several people, in various parts of the business, or remain in the same work area for the entire internship.

## Cooperative Education

Cooperative (co-op) education provides job placement directly related to a student's classroom studies. Since the job is part of the course the student is enrolled in, the student's work is monitored by both the teacher and the employer.

Students usually receive both a grade and a wage.

## Apprenticeship

Apprenticeship is the best-known earn-while-you-learn program. Students enter into a partnership with an employer, spending part of their time on a work site learning on-the-job and part of their time in the classroom. Work site activities are paid, and generally pay increases with increased experience. Students who complete the program have attained qualifications that are recognized throughout the country.

## Peace Corps

The Peace Corps is an international organization that sends volunteers to help communities overseas. Volunteers may teach children, help with environmental issues, help

people grow food, or offer medical assistance. Most assignments require a four-year college degree. Volunteers commit for two years of service, are paid a small stipend after service completion, and receive 24 vacation days annually.



**AmeriCorps** is a US national service program for people ages 17 and older. Volunteers provide up to 1,700 hours of service, and receive a small living allowance, health insurance, and education assistance. Child care may also be provided. There are a variety of activities in the New Hampshire AmeriCorps program, including NH AmeriCorps\*VISTA, NH Parks AmeriCorps, Victim Assistance Program, and NH Reads AmeriCorps.

## EIGHT KEYS TO EMPLOYABILITY

### Key #1: Personal Values - Valued Workers:

- Are honest
- Are motivated
- Have personal and career goals
- Have a positive self-image
- Reach beyond personal limitations
- Exhibit a good attitude

### Key #2: Problem-solving and Decision-making Skills - Valued Workers:

- Are flexible
- Are creative and innovative
- Can reason and make objective judgments
- Adapt to change
- Plan and organize work

### Key #3: Relations with Other People - Valued Workers:

- Are team workers
- Are friendly
- Are cooperative
- Are tactful
- Respect the rights and property of others
- Have leadership qualities
- Accept authority and supervision
- Respect constructive criticism
- Respect diversity

### Key #4: Communication Skills - Valued Workers:

- Ask questions and listen well
- Express themselves clearly
- Seek help when needed
- Communicate with supervisor and coworkers

### Key #5: Task-related Skills - Valued Workers:

- Complete work on time
- Work neatly and accurately
- Care for tools and materials
- Follow directions
- Stick with a task
- Work to improve their performance

### Key #6: Maturity - Valued Workers:

- Are reliable and dependable
- Accept responsibility
- Show pride in their work
- Are willing to perform extra work and work overtime
- Have confidence in themselves
- Work well without supervision
- Show initiative
- Are assertive when necessary

### Key #7: Health and Safety Habits - Valued Workers:

- Observe safety rules
- Take an interest in good health habits
- Dress appropriately
- Practice good personal hygiene

### Key #8: Commitment to a Job - Valued Workers:

- Want to learn more
- Are enthusiastic
- Are punctual and maintain good attendance
- Give their best efforts
- Exhibit loyalty to the company
- Show concern for their future

<http://www.ctdol.state.ct.us/lmi/misc/lmstu3.htm>

# Transferable Skills -

Transferable skills are those skills that we learn in every day life and can use when we look for employment. Skills are activities that a person does well. If you are a young person, you might think that you don't have many job skills. As you begin your job search, it is important that you know your own qualifications. Over the years you have developed many skills from coursework, extracurricular activities, hobbies, volunteering and life experiences. For example, if you've researched topics and written, edited and presented papers for classes, you've used skills which are not limited to any one academic discipline or knowledge area but are transferable to many occupations.

Discovering your skills is the key! If you are like many other people, you may find it difficult to identify your skills or think that you don't really have any. The fact is that we all have them, hundreds of them! To be successful in these highly competitive times, you need to be aware of both your strengths and the areas you want to work on. The first step is to figure out which skills you'll

## What are they and why are they important?

need to get the kind of job you really want. To do this, you'll have to get your mind around the concept of skills and give some thought to this subject.

According to Job Outlook 2000, NACE, the top personal qualities employers seek in job candidates are:

Communication skills  
Motivation/initiative  
Teamwork skills  
Leadership skills  
Academic achievement/GPA  
Interpersonal skills  
Flexibility/adaptability  
Technical skills  
Honesty/integrity  
Work ethic  
Analytical/problem-solving skills

(Submitted by: Karen James, NH DOE)